



**“The Largest Not-For-Profit National Trade Association Of Repossession Specialists Since 1936”**

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## **Allied Finance Adjusters Membership Application Instruction Sheet**

Before you get started on the Online application process make sure you have the following documents scanned and ready for attaching / uploading. At the end of the online application process you will be asked to attach each item separately to submit your application. The Photo format is JPG and documents must be in PDF.

### **Photos JPG format:**

1. Passport quality and size photograph of the applicant. Photo is for the AFA Membership Printed Directory and the Members AFA Website profile page.

- Member must be dressed in business attire.
- Color is preferred over black and white
- 300 dpi or higher Minimum
- 200 x 200 Pixels Minimum
- Photo format: .JPG
- Photo file name must be: first\_last\_company.jpg

2. Recovery Equipment Photo - (Minimum 1 photo)

3. Outside Office Photo - (Minimum 1 photo)

4. Inside Office Photo - (Minimum 1 photo)

5. Drivers Licenses - Enlarged in color preferred, to show your photo clearly.

### **Documents .PDF format:**

1. Insurance - Your insurance Accord with minimum \$1,000,000 coverage and wrongful repossession (unless specifically waived by state statutes) Accord must also include a vehicle schedule and insured storage location list.

2. City, County or State Licenses, if applicable by your state.

3. Trade Certifications / Memberships: Example - ARA, TFA, RSIG, CCRS, etc...

4. Proof of Business Start Date: Example - Articles of Corporation or Fictitious Business Name statement.

5. Proof of business Ownership - Prospective member name to match business ownership.

### **Application Signature Page .PDF format:**

1. Membership Application Signature Page. Make sure you sign the applicable area of the signature page.

**To save time have the above files named: insurance, license etc... saved on your desktop for easy uploading.**



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## **Allied Finance Adjusters Code of Ethics**

**An Organization of Bonded Professional Adjusters & Investigators - Founded in 1936**

1. To serve the business of finance with loyalty and to cooperate with the finance industry, its executives, collectors, managers and representatives in the proper handling of assignments.
2. To conduct ourselves so as to command respect and confidence.
3. To promote, by an unvarying attitude of fairness, competence, integrity and proper respect for the persons with whom we have dealings, good will toward business and finance.
4. To approach investigations and adjustments with an unprejudiced and open mind.
5. To make truthful and unbiased reports of facts as we find them.
6. To resist influences tending to produce improper alliances and to serve our clients fearlessly.
7. To render equitable bills and to strive for economy in expense.
8. To refrain from improper solicitation.
9. To render the highest quality of service.
10. To work in harmony with one another and with our clients so as to foster cordial relationships among ourselves and with the finance fraternity

## **Allied Finance Adjusters Mission Statement**

Allied Finance Adjusters Conference Inc. is a nonprofit national association of individuals who own and operate repossession companies. We are committed to the promotion of excellence within our profession. Allied will do this by educating our members and those associated with the finance industry regarding innovations, changes and improvements that affect this trade and give them the opportunity to exchange knowledge, experience and ideas in a collaborative environment.

**Thank you for your application! AFA home office will send you an EZ Pay invoice for the inspection fee. Upon Payment, our Membership Committee will contact you regarding your onsite inspection.**

If you are approved AFA Home Office will send you an EZ Pay Invoice via email for your membership dues.

If you have any questions about becoming a Member of Allied Finance Adjusters, please call the Allied home office at (800) 843-1232 or send an email to: [alliedfinanceadjusters@gmail.com](mailto:alliedfinanceadjusters@gmail.com)

**\*To withdrawal your application, submit your request in writing by mail or fax. Note the investigation fee is nonrefundable.**



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## **The Allied Finance Adjusters Membership Application Signature page**

### **Allied Finance Adjusters Conference Disclosure, Authorization, and Release of Liability**

**Disclosure:** Allied Finance Adjusters Conference, an Illinois not-for-profit corporation (“AFAC”), hereby discloses that it may obtain and review information and reports about its potential and current members and their officers, directors, key employees and owners, such as credit reports, criminal history, physical site checks and other similar information and reports that AFAC deems relevant (collectively, “Background Information”), when processing a potential member’s membership application and at any time during the course of a member’s membership in AFAC, for purposes of determining suitability for and continuation of membership. AFAC will retain all Background Information in its permanent files and reserves the right to terminate a member’s membership in AFAC at any time if the Background Information is unsatisfactory to AFAC, in AFAC’s sole discretion. All information collected or obtained from but not limited to background checks, credit reports, site surveys and criminal records shall remain the sole proprietary property of the AFAC.

**Authorization:** The undersigned hereby authorizes AFAC and its agents to obtain and review Background Information for use in considering an application for membership and determining suitability for continued membership. If the undersigned is an entity that is a potential or current member of AFAC, the undersigned agrees to cause its officers, directors, key employees, owners, and other individuals with significant control or influence over the undersigned. As determined by AFAC in its sole discretion, to also execute a Disclosure, Authorization, And Release of Liability.

**Release of Liability:** The undersigned agrees to indemnify and hold harmless AFAC and its agents from and against any and all loss, liability, damage, penalty, fine, judgment, claim or expense (including actual attorneys’ fees) incurred by or asserted against AFAC and its agents in Connection with or arising from the Background Information; except to the extent that such losses arose from the gross negligence or intentional malfeasance of Allied Finance Adjusters Conference.

**Applicant First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Current residence address:** \_\_\_\_\_

**List Previous address, if less than one year at your current address:**

**I/we have read and will abide by the Allied Finance Adjusters "Code of Ethics" if approved for membership. I/we having read and understand the Disclosure, Authorization & Release of Liability waiver above consent there to affix our signatures as follows:**

**If Corporation Print & Sign Here:**

**If Partnership Print & Sign Here:**

**If Sole Proprietorship or LLC Sign Here:**

President Print : \_\_\_\_\_ Partner Print: \_\_\_\_\_ Print Name: \_\_\_\_\_

President Sign : \_\_\_\_\_ Partner Sign: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Vice President Print: \_\_\_\_\_ Partner Print: \_\_\_\_\_

Vice President Sign: \_\_\_\_\_ Partner Sign: \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

***Falsifying any information is cause for immediate denial of membership!***



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## MEMBERSHIP HAS ITS REWARDS!

### Allied Finance Adjusters Conventions:

- ✓ Bring current clients to **show off AFA’s professionalism**, which in turn, shows your company’s professionalism.
- ✓ Meet lenders from throughout the country, which potentially become **new clients**.
- ✓ **Interact with fellow peers** in the industry to discuss what works and what doesn’t.
- ✓ **Share techniques and ideas** with an interactive audience.
- ✓ See **the latest technologies and devices** available to recovery agents from our vast number of exhibitors.
- ✓ Help **shape the future of Allied Finance Adjusters** by attending the membership and board meetings.
- ✓ Partake in festive fellowship with **peers who treat each other like family**.
- ✓ Give your employees and families a deserved holiday while receiving **vital education** through **superb seminars**.
- ✓ Take classes that count toward your **municipality and state’s requirements**.
- ✓ CFPB compliance and educational training.
- ✓ RSIG Training and Certification.
- ✓ See longtime friends and acquaintances at AFA’s **two conventions every year**.

### Allied Finance Adjusters Home Office:

- ✓ Enjoy the power of a brick and mortar office with a staff to help facilitate your needs.
- ✓ **Monthly Newsletters** to keep you updated on the association and the industry.
- ✓ Conduit for **quick information** and the ability to expedite requests.
- ✓ Continuity for the **longest-standing repossession trade association**.
- ✓ More than 35,000 **AFA Member Directories** go to members and clients each year.
- ✓ Every member receives a **\$1,000,000 Client Protection Bond**.
- ✓ Every new member goes through an important screening process – “Professionals only hire Professionals”

### Allied Finance Adjusters Website:

- ✓ Clients have the ability to search by city or ZIP code and **locate any AFA member** within a 100-mile radius.
- ✓ AFA has its own **Face Book and YouTube pages** to keep you up to date with information regarding AFA.
- ✓ Access to RSIG’s industry-leading **Repossession Certification Training information** and its **NAMS program**.
- ✓ Valuable information regarding our **annual educational conferences**.
- ✓ AFA vendors mean **quick access to nationwide industry information** and tools to help stay current.
- ✓ AFA members **receive discounts** from our AFA vendors.
- ✓ Your AFA Member profile links **to your company’s website**.
- ✓ **Instant printing of your AFA Bond**. Lenders love the ease of efficiency, which means more business for you!

### The Members Only Area of the AFA website provides its members:

- ✓ Back office, client and agent forms that are editable for your letterhead – condition reports, etc.
- ✓ Allied logos for use on your website and letterhead.
- ✓ Marketing mailing list of nationwide Automobile Dealerships and Credit Unions separated by state.
- ✓ All past and current monthly Allied Finance Adjusters Newsletters.
- ✓ CFPB and Employee Manuals available for download.
- ✓ HR Help Desk free to members only

### Allied Finance Adjusters Outreach:

- ✓ AFA wants to ensure ALL recovery agents are **educated, protected and informed**.
- ✓ AFA helps state associations by **attending conventions, providing educational services** and PAC support.
- ✓ **AFA monitors legislative issues** that might affect the repossession industry on national and statewide levels.
- ✓ AFA is a member-driven association, and **member input is welcomed and encouraged**.
- ✓ AFA members experience a strong sense of **brotherhood and unity** – a cornerstone of AFA since 1936.
- ✓ AFA is a **major supporter of the Recovery Agents Benefit Fund (RABF)**.